KHD Exporting Data for Specimen Labels Protocol

Step 1: Open SEINet

- Open a web browser and navigate to SEINet
- Log in
- Navigate to the Collections Management Panel for KHD
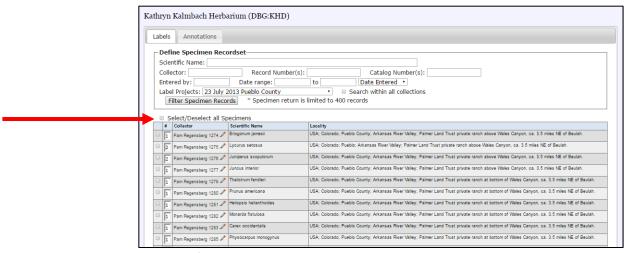- Select *Print Labels/Annotations*

Step 2: Locate Records, Export, and Save

- Use the *Label Projects* drop-down to select the group of records to be exported
- If no Label Project name exists, use other query fields to locate the appropriate records
- Click *Filter Specimens*

- Select the specimen records to be exported by checking the box to the left of the record. To select all records, click the box above the list.

- Click *Export to CSV* at the bottom of the page
- Move the downloaded file to **Q:\Research\All_Herbaria\KHD\LABELS&TEMPLATE** and place in the appropriate folder (2017_Collections, etc.)
- Rename the file to CollectorFirstInitialLastName_YYYYMMDD_LabelProjectName_Data
    - (Using date that data was exported)